



October 6, 2015

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334, Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov. **You must also submit a Supplemental Questionnaire form which is available on our job postings website attached to the posting.**

Executive Secretary, CJP

Position #03

Position Overview

Department:

Prison
Criminal Justice Planning

Base Pay:

\$15.59/hour
Grade: N-11

Shift Available:

Full Time

Required Education:

High School diploma or equivalent; plus 2 years business school with a wide range of computer competence required.

Required Experience:

A minimum of three (3) years working experience in a professional office environment.

Special Requirements:

Please fill out a Supplemental Questionnaire and attach it to your application. It can be found in the Human Resources office or attached to the job posting online. This is a safety/security position and requires successful completion of several pre-employment requirements. More information will be provided to candidates who are selected for interview.

Applications:

Applications for this position will be accepted **until a suitable candidate is selected.**

Summary of Job Functions

- ◆ Interacts with the public and represents the Department at public meetings as required.
- ◆ Collects and coordinates fiscal and program data to assist in the planning, coordination, and implementation of criminal justice services under the direction of the Department Head.
- ◆ Collects and maintains a variety of criminal justice data, conducts analyses for statistical and grant purposes, and assists other departments with statistical questions.
- ◆ Serves as a staff person for the Criminal Justice Advisory Board and its committees.
- ◆ Assists in the preparation of annual Intermediate Punishment and Criminal Justice Plans and assists county offices in the preparation and monitoring of Intermediate Punishment and other criminal justice programs.
- ◆ Serves as the Assistant JNET Registrar for the County.
- ◆ Utilizes a variety of software programs including but not limited to Word, Excel, Access, Power Point, Visio, MS Publisher, DSI Jailhouse Management System, Finance Plus, and UNIX GUI.
- ◆ Maintains files and records for the department.
- ◆ Arranges meetings, makes reservations and completes other details as necessary.
- ◆ Process purchase orders and check requests as needed.
- ◆ Prepares complex clerical records and reports from a variety of material and information.
- ◆ Maintains department bookkeeping records and prepares preliminary financial reports.
- ◆ Interacts with County departments and state and municipal agencies as needed